

The meeting was called to order by Ms. Wedge at 6:05 PM. The following members were present:

Ms. Sylvia Wedge, Chair	Mrs. Cortvriend, Clerk	Mrs. Marge Levesque
Mr. Richard Carpender, V. Chair	Mr. Jamie Heaney	Mr. Michael Buddemeyer

Also Present: Dr. Lusi, Patti Cofield, Chris Tague

1. **CHAIRMAN'S REPORT:** Ms. Wedge reported that a Strategic Planning workshop was held at 6:00 PM and no votes were taken.
2. **SUPERINTENDENT'S REPORT:** Dr. Lusi reported on the status of our high school athletic teams: The Varsity Football team is currently 5-1 and in 2nd Place in Division 1; the Freshman Football team is currently undefeated 7-0 and in the #1 seed in the upcoming state playoffs; the Varsity Girls Cross Country team qualified as a team for the State Meet this Sunday; the Varsity Boys Cross Country team had 4 individuals qualify for the State Meet and missed qualifying as a team by 1 point at last weekend's class meet; the Varsity Girls Tennis team finished their season undefeated and won the Division III State Championship; the Varsity Boys Soccer team finished the regular season at 14-3-1 and will host a State Quarter Final Match on Thursday at 7:00 PM at PHS; the Varsity Girls Soccer team finished the regular season in 2nd Place and will host a State Quarter Final Match on Thursday at 5:00 PM at PHS; the JV Boys Soccer team just missed capturing their 3rd straight East Bay Cup in a tough loss to LaSalle in the Championship game last week; and the JV Girls Soccer team will begin their playoffs tomorrow versus Toll Gate at 3:30 PM at PHS. Dr. Lusi also announced that Melville School became a Feinstein Leadership School this month.

Dr. Lusi reported that she, Mr. Amaral and Mr. Littlefield attended a state training session held at the East Bay Educational Collaborative on the Regents' revised secondary regulations. The session focused on the new graduation requirements. All students from Grade 6 through 12 are now supposed to have Individual Learning Plans, and we need to start planning them in 5<sup>th</sup> grade. The Funding our Future conference will be held on November 18<sup>th</sup> at Bryant College, and it is open to the public. Coffee will be available at 8:30 AM, and the conference will be held from 9:00 to 12:00 PM.

Dr. Lusi announced that the Spotlight items and the Approval of the Minutes are being withdrawn from this agenda.

a) **Teaching and Learning:** Absent.

b) **Finance and Operations:** Ms. Tague reported that a letter will be going out to parents concerning the new Nutrikids software program for our school lunch program, which will allow parents to go online to make credit card payments as well as to select specific food items. The high school will start first, followed by PMS, then the elementary schools. Ms. Tague also announced that we have a new audit firm in. They were the lowest bidder on the RFP that the Town put out. The auditors will be with us for the next week and a half, and Ms. Tague will report on that at a future meeting. On Monday, Ms. Tague and the Finance Department went offsite to work on the Chart of Accounts. She will provide an update at our meeting of November 18<sup>th</sup>.

c) **High School Liaison:** Absent.

### 3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held October 7, 2008. This item was removed from the agenda.

### 4. **SPOTLIGHT**

a) **PHS Science Department Summer Endeavors.** The Superintendent recommends adoption of the following resolution, "that the Committee commends the PHS Science Department for their 2008 educational summer endeavors." This item was removed from the agenda.

b) **PHS Athletic Dept. Donation to Iraqi Children.** The Superintendent recommends adoption of the following resolution, "that the Committee commends the PHS Athletic Department for their donation of old soccer uniforms to the Iraqi children." This item was removed from the agenda.

### 5. **CONSENT AGENDA**

Mr. Heaney requested that Item d) be removed from the agenda.

a) **Requests for Leave of Absence.** The Superintendent recommends adoption of the following resolution, "that the Committee approves the requests for Family and Medical Leave in accordance with the backup information."

b) **Teacher Resignation.** The Superintendent recommends adoption of the following resolution, "that the School Committee accepts the resignation of Nicole Rattey, Computer Teacher at Portsmouth High School, effective October 24, 2008."

- c) **Teacher Resignation.** The Superintendent recommends adoption of the following resolution, “that the School Committee accepts the resignation of Robert Campion, Physical Education Teacher at Portsmouth High School, effective October 31, 2008.”
- d) **Appt. – Social Studies Coordinator, PMS.** The Superintendent recommends adoption of the following resolution, “that the Committee affirms the Superintendent’s appointment, Recommendation #1-10/28/08, to the stipend position of Social Studies Coordinator, at Portsmouth Middle School, effective immediately.” This item was withdrawn from Consent Agenda by Mr. Heaney.
- e) **Coaching Appts. – PHS.** The Superintendent recommends adoption of the following resolution, “that the Committee affirms the coaching appointments at Portsmouth High School for the 2008-09 school year as presented.”
- f) **Coaching Appts. – PMS.** The Superintendent recommends adoption of the following resolution, “that the Committee affirms the coaching appointments at Portsmouth Middle School for the 2008-09 school year as presented.”

A motion was made by Mr. Carpender and seconded by Mrs. Cortvriend to approve the Consent Agenda as presented. So voted 6-0. Dr. Lusi announced the following appointments:

e) PHS Appointments:

Andy Crisafulli	Head Coach	Baseball
Lindsey Curry	Assistant Coach	Gymnastics
Jeff McGuirl	Assistant Coach	Girls Basketball

PHS Reappointments:

Shaun Horgan	Head Coach	Boys Indoor Track
Ryan Moniz	Assistant Coach	Boys Basketball

f) PMS Appointments:

Lisa Pita	Head Coach	Cross Country
Nancy Mendonca	Assistant Coach	Nancy Mendonca
Al Sweet	Coach	Girls’ Basketball Coach

6. **BUSINESS AGENDA**

Item d) from the Consent Agenda:

- d) **Appt. – Social Studies Coordinator, PMS.** A motion was made by Mr. Carpender to affirm the Superintendent’s appointment, Recommendation #1-10/28/08, to the stipend

position of Social Studies Coordinator, at Portsmouth Middle School, effective immediately. Seconded by Mr. Heaney. Mr. Heaney asked for an explanation of the Social Studies Coordinator position. Dr. Lusi explained that House Leaders have always been in charge of one curriculum area. The year Mr. Arruda went to the Middle School, we added the content area of Foreign Language to the responsibilities of House Leaders, leaving one content area that could not be covered by a House Leader. At that time, we had a literacy/ELA coordinator as a stipend position. This year, the middle school leadership decided that ELA would be led by a House leader, and the stipended position would be in Social Studies. They support the Grade 6-8 curriculum. It is a \$1,500 stipend because the work is done after school. So voted 6-0. Dr. Lusi announced the appointment of Lori Camara to the position.

- a) **Request for Approval - Strategic Planning Funding.** Mr. Carpender made a motion that the Committee approves funding for Portsmouth School Department's Strategic Planning as presented. Seconded by Mrs. Cortvriend. So voted 6-0.
- b) **Discussion/Approval – September Financials.** Mr. Carpender made a motion to accept the September financial statements as presented. Seconded by Mrs. Cortvriend. So voted 6-0. On the Revenue side, Ms. Tague reported that the first quarter billing receivable for the Little Compton tuition, which has yet to be reflected in the revenue report, was \$253,220. If the attendance holds the same all year, we will have a positive variance in Little Compton tuition of about \$21,000. The budget for Medicaid receipts for the FY 2009 totals \$348,000. Since the School Committee approved the transfer of \$200,000, which will be reflected in the next October report, the amount of projected Medicaid revenue remaining is \$148,000. Ms. Tague stated that we have been informed by Regional Special Education that there is another \$123,000 accumulated to date to transfer against the balance of \$148,000. Any additional receipts can be utilized to offset other revenue short falls. Ms. Tague stated that of the \$132,000 in additional state aid, we have received almost \$24,000 to date.

On the Expenditure side, she reported that we are still running a positive variance in salaries, once adjusted for encumbrances for all known salaries and budget allocations for contingency salary of about \$100,000. There is still a concern about the number of long-term substitutes due to maternity leaves, which could seriously impact this number. She is currently evaluating the fiscal impact and will report out next month. Concerning benefits, our experience to date on health care is running about 6 percent over the anticipated funding rate, which could create a mid-year adjustment if experience continues. Ms. Tague met with the consultant for GHGRI today, and he stated that he will be sending more information to her to determine if this is due to abnormal claims, reinsurance issues, or just increased claims. She will keep the Committee informed. Ms. Tague also reported that in anticipation of potential state aid revenue cuts, she has issued a directive that all building departments which have budgetary line items under their

operational budget control must not exceed 80 percent for the remainder of this fiscal year, until further notice. While this directive achieves fiscal control, she is concerned about the educational implications for achieving the expectations of the school district.

- c) **Support of EBEC RFP for Food Service.** Mr. Carpender made a motion to support the East Bay Education Collaborative's efforts to competitively bid the Food Service Contract, which expires June 30, 2009. This upcoming contract will be awarded in a collaborative effort by the East Bay Education Collaborative. Seconded by Mrs. Cortvriend. Ms. Tague stated that as part of any contract award, the company will have to work with our Health and Wellness Committee. Dr. Lusi stated that in the past, when we've bid through the collaborative, Portsmouth has then been awarded a separate bid. This is really a pooled bid, meaning that any community that participates and then decides to pull out would be jeopardizing the whole group. Ms. Tague's counterparts in the East Bay are asking each Committee to agree to support this collaborative bid to save money. So voted 6-0.
- d) **Contract Award of 403B Plan Administration.** Mr. Carpender made a motion to award the bid to Gatekeeper's Administration and Consulting, with a 1-time startup fee of \$750 and no additional costs to the School Department, as bid by the Rhode Island Association of School Business Officials for the purpose of plan administration and tax compliance on behalf of the Portsmouth School Committee. Seconded by Mr. Heaney. Ms. Tague stated that there have been several regulatory compliance changes, and a lot of it is administrative paperwork. This company would come in and prepare the plan documents to satisfy all of the IRS compliance issues. Ms. Tague's biggest concern is that if we didn't satisfy the compliance issues, then the contributions by our employees would be taxable. She felt that the cost of this contract would be minimal as opposed to the risks involved. So voted 6-0.

## 7. SUBCOMMITTEE AGENDA

- a) **Finance.** No report.
- b) **Policy.** No report.
- c) **GCOC.**
  - 1) **Approval of Progress Payment for PHS Gym Mezzanine.** A motion was made by Mrs. Cortvriend to approve the payment of Invoice #1, dated September 29, 2008, in the amount of \$1,100.00, to Torrado Architects for architectural and engineering services for construction administration of the Portsmouth High School Gym Mezzanine Project. Seconded by Mr. Carpender. So voted 6-0.

- d) **Facilities.** Mr. Buddemeyer stated that the next meeting will be held on November 12<sup>th</sup> at 4:00 PM at the PHS Library.

A motion was made by Mr. Carpender to adjourn to Executive Session pursuant to R.I. Law 42-46-5, Exceptions (a)(1) Job Performance/Personnel Matters, and (a)(2) Collective Bargaining and/or Litigation. Seconded by Mrs. Cortvriend. So voted 6-0.

The Public Session recessed at 7:43 PM and resumed at 8:32 PM.

Ms. Wedge announced that an Executive Session was held 7:50 PM regarding personnel matters, and no votes were taken. A motion to seal the minutes of the Executive Session was made by Mrs. Cortvriend and seconded by Mr. Heaney. So voted 6-0.

A motion was made by Mr. Carpender and seconded by Mr. Heaney to adjourn the meeting. So voted 6-0. The meeting adjourned at 8:35 PM.

Respectfully submitted:

Patti Cofield  
Recording Secretary for

Terri Cortvriend, Clerk